



United States Department of the Interior

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IN REPLY REFER TO:
1703 (93000) P

March 29, 2002

EMS Transmission - 3/29/02
Instruction Memorandum No. NM-2002-039
Expires: 9/30/03

To: FM's

From: DSD, Resource Planning, Use, and Protection

Subject: Reporting of Hazardous Material Sites

This Instruction Memorandum provides guidance to Field Offices (FO's) on the discovery, verification, and reporting of hazardous material sites. While BLM CERCLA Response Actions Handbook, H-1703-1, provides comprehensive guidance for the overall process related to site discovery, cleanups, and record keeping, it is necessary to provide clarification for initial site discovery and reporting within the Bureau of Land Management (BLM) New Mexico (NM) hierarchy.

Each FO is required to have an Emergency Response Plan which is kept current and which has current listings of the responsible office individuals and phone numbers. The Plan should be available for immediate use by office dispatchers and all affected staff should be familiar with the Plan.

Any suspected hazardous material release site must be documented as soon as possible with a report similar to the attached Hazardous Material Site Report (Attachment 1). This report format or one adapted for use by the specific FO should also be a part of the FO Response Plan. The Site Report should be forwarded to the FO Hazardous Materials Coordinator in order that the Coordinator can verify that the site demonstrates evidence of a release of hazardous materials, is on or affecting BLM public lands, and has risk sufficient to require a response by BLM. BLM Handbook H-1703-1 provides extensive procedural guidance for addressing verified hazardous substance releases and maintaining site records. If the site warrants notification to the National Response Center (NRC), the FO shall make the necessary notification. Additionally, the FO should notify and coordinate with the Local Emergency Planning Committee as necessary.

The completed Hazardous Material Site Report needs to be forwarded to the NM State Office (SO) Hazardous Material Coordinator in certain situations. The Site Report must be sent to the SO whenever it is anticipated there will be need to obtain contractor support to respond to the

release. In this case, the SO Hazardous Materials Coordinator will utilize the information in the Site Report to develop a statement of work and the Government cost estimate needed to initiate the procurement process to obtain contractor support.

A completed Hazardous Materials Site Report should also be forwarded to the NMSO when there may be significant public interest, injury or death, issues requiring alerting of SO and/or Washington Office management, or need for involvement of the External Affairs staff. Sites which are reported to the NRC should also have the Site Report sent to the NMSO.

Sites which do not require additional investigation or cleanup by BLM, or which will be done by a responsible party or another entity, do not require forwarding the Site Report to the SO.

If you have questions, please consult with Mark Blakeslee at (505) 438-7424.

Authenticated by:
Tamara Yingling
Staff Assistant

Signed by:
Gary Johnson
Acting

1 Attachment:

1 - Hazardous Materials Site Report (2 pp)

Distribution

WO (360), LS, Rm. 504 - 1
NM (930, M. Blakeslee) - 1
NM (955, M. Gutierrez) - 1

HAZARDOUS MATERIALS SITE REPORT

This report is to be completed by field personnel. Do not take samples or attempt to pry open containers. *Avoid contact with material and do not get close enough to endanger yourself.* Fill out this form and report incident to Field Office Hazardous Materials Coordinator and/or a Manager as soon as possible.

Legal Description: T. _____ R. _____ Sec. _____ Sub. _____ BLM Land Y/N: _____

GPS Location:

Field Office: _____ County: _____

Operator(if known): _____

1. Type of incident or site, e.g., dump, mine, pipeline; and nature of material, e.g., solid, liquid, color, odor, or odd appearance:

2. Type and condition of containers (if any). Give shape, size, color, material, and whether horizontal or vertical; give any evidence of leakage or damage to container(s):

3. List company names, labels, warning signs, or serial numbers on container (Warning: Read labels from a safe distance. Use binoculars, if necessary.):

4. Approximate size of affected area:

5. Location of site, e.g., on a hill, in a gully or arroyo, along a road:

6. Evidence of dead or damaged vegetation or animals (give type of vegetation or animal):

7. Approximate distance to nearest residence, town, or city:
8. Approximate distance to nearest arroyo, stream, pond, water well, water supply, river, or lake:
9. Plot location on an index map (USGS topo sheet) and attach to report.
10. Describe access to site (if possible, identify roads by number):
11. Additional information pertaining to site (Attach photos and other information as needed):
12. Other agencies notified

Report completed by: _____

Title: _____

Date: _____ Time: _____

Site reported to Field Office

By: _____ Date: _____ Time: _____

Site reported to State Office:

By: _____ Date: _____ Time: _____

Site reported to National Response Center: Yes___ No___ NRC ID# _____

By: _____ Date: _____ Time: _____